

1 Purpose

This Statement supports the principle of responsible and transparent handling of personal information (records), and provides direction for Mid West Ports Authority (**MWPA**) regarding the collection, management, and storage of personal and sensitive information of MWPA Directors, Workers¹ and/or Others².

This Statement aligns with the Australian Government's 'Australian Privacy Principles' published by the Australian Government Office of the Australian Information Commissioner (**Attachment 1**).

Reference - [Australian Privacy Principles quick reference | OAIC](#)

2 Scope

This statement applies to all information created, modified, or received by MWPA in the course of conducting business with its Directors, Workers, customers, suppliers, visitors, job applicants, or community members—particularly where personal, medical, or sensitive information is involved.

3 Information Collected

MWPA may collect a variety of information about individuals to provide services related to MWPA activities. This information may include, but is not limited to:

- personal information including address, phone numbers and date of birth;
- diversity information including ethnicity, age, sex and disability;
- medical records including employment medicals, drug and alcohol test results and blood type; and
- sensitive information including tax file number, bank account details, employment / supplier agreements.

4 Method of Collection

MWPA will, if possible, collect personal information directly from the individual. In some circumstances, personal information will be collected from third parties. If these circumstances arise, MWPA will take all reasonable steps to obtain the consent of the individual for this collection. Information may be obtained through a variety of methods, including (but not limited to) the completion of online forms, paper-based forms, and verbally.

MWPA will take all reasonable steps to ensure the accuracy and currency of the personal information it holds.

5 Storage of Information

MWPA workers' personal records are stored in MWPA's Electronic Document and Records Management System (EDRMS), Objective. Personal data is also maintained in MWPA's payroll system, Aurion. In some cases, information may also be retained in hard copy.

The security of personal information is governed by the Australian Privacy Principles. All workers are required to familiarise themselves and comply with these requirements. In some circumstances, personal information obtained by MWPA may be stored in cloud storage, which may involve some storage of information in offshore servers. In circumstances where information is transmitted to an offshore partner provider or agent, the partner provider or

¹ 'Worker' any person who carries out work as an employee, contractor, subcontractor, self-employed person, outworker, apprentice or trainee, work experience student, employee of a labour hire company placed with a 'host employer' and volunteers.

² 'Others' could include, but not limited to, customers, suppliers, visitors, job applicants, or community members.

agent will be subject to binding contractual obligations to ensure compliance with the MWPA processes relating to privacy and information security.

6 Access to Information

Workers' personal information held by MWPA will only be accessed when necessary and will not be made available to other MWPA workers without a legitimate reason. Workers who wish to access their own personal information may submit a request to MWPA's Human Resources (HR) Team at HR@midwestports.com.au.

MWPA will respond to such requests as soon as reasonably practicable. Access will be granted within 30 days of receiving the request and verifying the identity of the applicant, unless exceptional circumstances apply.

7 Correction and Update of Information

Workers have the right to request the correction of their personal information held by MWPA. Requests to correct information should be directed to the MWPA's HR Team HR@midwestports.com.au.

MWPA will respond to requests for correction of information as soon as reasonably practicable. Corrections will be made within 30 days of the receipt of a request and sufficient identification of the applicant, unless unusual circumstances arise.

8 Disposal of Information

Workers have the right to request the disposal of their personal information held by MWPA. Requests for disposal of information should be directed to MWPA's HR Department HR@midwestports.com.au.

However, this does not mean that a request will automatically result in the disposal of your personal information. All disposal of personal records will be made in accordance with MWPA's Records Management Policy and Records Management Procedure, Privacy Statement (this document), and the MWPA obligations under privacy and public records legislation.

9 Complaints

Complaints relating to privacy or personal information are governed by the MWPA Workplace Issues and Grievance Resolution Procedure. If you feel your privacy has been breached, you can contact a Grievance Officer or the HR Department for a discussion.

If a complaint relating to privacy or personal information cannot be resolved under the Workplace Issue and Grievance Resolution, the complaint may be referred to the Office of the Australian Information Commissioner (OAIC).

10 Reporting

MWPA use Worker data for reporting purposes. Reports are provided to appropriate third parties only and in the form of statistical data without names or identifying markers.

11 Confidentiality

At all times, Selection Committee Panel Members are to keep confidential all aspects of the recruitment process. Reference checking is to occur only with the unanimous support of the selection panel.

12 Associated Documents

Document Title
Freedom of Information Application Form
Information Security Procedure
Information Statement - Freedom of Information Act 1992
Records Management Policy
Records Management Procedure
HR-PRO-001 Workplace Issue and Grievance Resolution Procedure

Location – Mid West Ports Intranet – [Document Centre](#)

13 Monitoring, Evaluation and Review

This document is required to be reviewed every five years from the last scheduled review date.

Minor updates made within this five year period, will not be taken as a *full review*.

Minor changes may be required due to State or Federal legislative changes, or Western Australian Ministerial Directives.

The Document Custodian is responsible for conducting the review in accordance with **Controlled Documents Review and Approval Process Work Instruction**.

14 Administration

Document Custodian:	Acting Chief Environmental Social and Governance Officer
Document Approver:	CEO
Approval Date:	17 September 2025
Document Review Period:	2 yrs

Attachment 1 Australian Privacy Principles



Australian Government
Office of the Australian
Information Commissioner

Australian Privacy Principles

A summary for APP entities.

APP 01 Open and transparent management of personal information
Ensures that APP entities manage [personal information](#) in an open and transparent way. This includes having a clearly expressed and up to date APP [privacy policy](#).

APP 02 Anonymity and pseudonymity
Requires APP entities to give individuals the option of not identifying themselves, or of using a pseudonym. Limited exceptions apply.

APP 03 Collection of solicited personal information
Outlines when an APP entity can [collect](#) personal information that is solicited. It applies higher standards to the collection of [‘sensitive’ information](#).

APP 04 Dealing with unsolicited personal information
Outlines how APP entities must deal with unsolicited personal information.

APP 05 Notification of the collection of personal information
Outlines when and in what circumstances an APP entity that collects personal information must notify an individual of certain matters.

APP 06 Use or disclosure of personal information
Outlines the circumstances in which an APP entity may [use or disclose](#) personal information that it holds.

APP 07 Direct marketing
An organisation may only use or disclose personal information for [direct marketing](#) purposes if certain conditions are met.

APP 08 Cross-border disclosure of personal information
Outlines the steps an APP entity must take to protect personal information before it is [disclosed overseas](#).

APP 09 Adoption, use or disclosure of government related identifiers
Outlines the limited circumstances when an organisation may adopt a government related identifier of an individual as its own identifier, or use or disclose a government related identifier of an individual.

APP 10 Quality of personal information
An APP entity must take reasonable steps to ensure the personal information it collects is accurate, up to date and complete. An entity must also take reasonable steps to ensure the personal information it uses or discloses is accurate, up to date, complete and relevant, having regard to the purpose of the use or disclosure.

APP 11 Security of personal information
An APP entity must take reasonable steps to [protect](#) personal information it holds from misuse, interference and loss, and from unauthorised access, modification or disclosure. An entity has obligations to destroy or de-identify personal information in certain circumstances.

APP 12 Access to personal information
Outlines an APP entity's obligations when an individual requests to be given [access to personal information](#) held about them by the entity. This includes a requirement to provide access unless a specific exception applies.

APP 13 Correction of personal information
Outlines an APP entity's obligations in relation to [correcting the personal information](#) it holds about individuals.

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